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records bulletin	pre-school prog.	data processing	culturally disadvantaged
teacher-load report	teacher's register	record-keeping	Project Head Start
		Spanish-speaking	El Paso Schools

17. ABSTRACT (MAX. 250 WORDS)

An enrollment card is used to register pre-school children in Project Head Start. Space is provided for name, sex, phone, birthdate, race, birthplace, age, and age verification and other pertinent information on the child's family as well as the date of disease immunizations. The parent or guardian must sign the enrollment card.

A Teacher-Pupil Load Report, providing space for the teacher's name, section, and grade, and class membership by sex was sent in by each school from June 7 to June 14 in order to plan for the addition of new sections as enrollment increased and to allow teachers and building administrators to regroup and transfer children depending on their oral English abilities, 1st grade repeat, and eligibility.

The Records Department has issued a bulletin regarding the keeping of attendance and enrollment records. Since Head Start and Pre-School English programs have been combined, attendance records must be maintained to enable necessary reports to be made. Pupils are classified as Head Start, Pre-School English, or Ineligible. The code to be used in the Teacher's Register is given. Attendance periods are clarified, as well as proper methods of handling drops, transfers and re-entries.

The Teacher's Daily Register has been adapted for two report periods of twenty days each. Space is provided for the name of the child, names of parents, occupations of parents, birthdate, telephone and other essential information. The teacher is reminded of the responsibility of keeping accurate attendance records and is cautioned to include all items of information.

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C. FUNDING DATA

19. SUPPORTING ORGANIZATION	20. DIVISION OR DEPT.	21. CONTRACT NO. / PROJECT NO.
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ERIC Form 1

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ED001094

TEXAS

Teacher's Daily Register

for

School Year 1964-1965

Beginning date June 7 1965

Closing date July 31 1965

1965 SUMMER PROGRAM
FOR
NON-ENGLISH SPEAKING CHILDREN

HEAD START

EL PASO
School District

Name of Campus

Teacher

EL PASO
County

Post Office

For Grade(s) _____ (White - Negro)

Note — This register is the property of the State of Texas. Each teacher is responsible for keeping a legible and accurate register. If this register is used in a *Central Office Type of pupil attendance accounting* all recorded absences must be supported by the various teacher's classroom reports including the daily summary of classroom absences. Return the register at the close of the school term to the office of the Principal, County Superintendent, or Local Superintendent to be filed before the teacher's salary for the last month can be drawn. Information from this register is used to compile the Principal's Period Report and Principal's Term Report. For those reports it is necessary that AVERAGE DAILY ATTENDANCE be reported separately for white and separately for Negro students.

Authorized by
TEXAS EDUCATION AGENCY
Austin, Texas

RES-005

Dear Teacher:

You, as a teacher, have a legal and professional responsibility to your school administrators, your school board, and your State to maintain accurate, current daily attendance records. It is highly important that you discharge this responsibility efficiently, since this Daily Register serves as the basis for computing average daily attendance figures on which state funds are distributed to your school district.

The Teacher's Daily Register is the official attendance record form provided by the State. When properly filled out, it constitutes the full record of attendance for each child, by room and class section, for an entire school year, and is an aid to those charged with maintaining an accurate, complete, and permanent attendance record. School systems preferring to devise their own attendance record forms to use in lieu of this official Register are cautioned to include all items of information appearing in this Register, since these items constitute the minimum requirements; local systems may gather as much additional information beyond these requirements as may be desired.

Please study and follow exactly the definitions and instructions for preparing this Register. No school officer or any other person has the authority to change the instructions; any apparent need for changes or modifications should be reported through your principal and superintendent to the Division of Research, Texas Education Agency.

The teacher is responsible for the safekeeping of the basic attendance records throughout the year. At the end of the school year, all records are certified and delivered to the superintendent, who is responsible for the safekeeping of all attendance records and reports.

Thank you for your cooperation in this important work.

Very truly yours,

J. W. Edgar

J. W. Edgar
Commissioner of Education

GENERAL INSTRUCTIONS

This Register has been furnished you through your superintendent or principal. Additional copies may be requested only by the principal or superintendent.

If more than forty-three students enroll use a second register. The names are to be entered as the teacher sees fit when the students enroll. Since the administrators of your school system have the option of filing for transportation reimbursement based on the pupils enrolled on the first Monday in February of each year or on the average last school day enrollment of the first five months or on the average last school day enrollment of the first three six-weeks reporting periods, it is necessary to draw a circle around the line numbers of the eligible bus pupils enrolled in your class on the first Monday in February. Entries must NOT be made in pencil and then traced in ink. Make all entries in ink, striking through an erroneous entry and entering the correct data nearby, initial correction. Please make no erasures.

The following explains the uses by columns from left to right across the register pages.

Column 1 Self-explanatory.

Column 2 Self-explanatory.

Column 3 Each district is required to have on file the evidence that supports the eligibility of individual pupils. Enter in this column one of the following eligibility codes:

CODE "C" if the pupil's name appears on the census roll and is a legal resident of your district.

CODE "A" if pupil is a legal resident of the district not on the census roll, but whose parents have signed an Age, Grade and Residence certificate.

CODE "T" if pupil has been transferred into your district either on parental application or for average daily attendance and transportation purposes and the transfer has been approved by the State Commissioner of Education.

CODE "I" (meaning Ineligible) if pupil is:

Under age—under 6 years old on September 1.

Over age—over 21 years old on August 31.

A Post-graduate.

A non-resident who has not been transferred into the district.

Either a transferred or a non-transferred pupil from a district which does not pay its teachers the state minimum salaries and/or operates a one-teacher school without the approval of the State Commissioner of Education.

In Special Education classes being taught by teachers of Exceptional Children separately and apart from regular pupils.

Column 4 Leave blank, or use this column for whatever purpose may be designated by the local school administration.

Column 5 If all pupils are in the same grade, this may be indicated by showing grade level by first entry **only.**

Column 6 Sex. Enter "M" or "F."

Column 7 Age, September 1. Age should be shown here in years according to the last birthday.

Column 8 Date of birth. Show here in figures the month, day, and year pupil was born.

Column 9 Bus Information—Eligible. This column should be marked with a check if the pupil lives more than two miles from school on an approved school bus route, and normally rides the bus.

Column 10 Bus Information—On Route Number. Enter here the approved route number which serves the pupil.

Column 11 Bus Information—On Run Number. Enter here the run number of the bus route which you have entered in Column 10.

Columns 12-18 are for use by the local school district and column headings may be changed if desired. Most of the column headings are self-explanatory. **If data in columns 12-18 are available elsewhere in the school's records it is not necessary to complete the information in these columns.**

Turn the half-sheet and the weeks headed by "Reporting Period Began" will lie flat in the Register. Enter the dates the first reporting period begins and ends; then enter the date of the first day of instruction in the block at the top of the first day of the first week, entering successive dates in the proper column. See page v for illustrative attendance records showing sample entries.

Entry Codes. First entry will be "B-1," or "B-2," or "C" for the first day the pupil is in attendance. Enter "B-1" if this pupil is entering for the first time in Texas public schools during the current school year. Enter "B-2," if the pupil during the current school year has been enrolled in a school outside of Texas and is entering Texas Public Schools for the first time. Enter "C" for any pupil who has enrolled in any Texas public school one or more times during the current year.

Attendance Record. Attendance of the pupil means the actual presence of a pupil in the company of a teacher for the purpose of instruction. Attendance information is the basis for payments to your school by the state. Therefore the information recorded in this section of the Register must be uniform and accurate. A pupil is either present or absent from date of entry to date of withdrawal. "Excused Absences," "Work Absences," and the like must be entered as absences. **The pupil must be in attendance for at least two hours in the morning or two hours in the afternoon session, exclusive of the lunch period, in order to be recorded present for a half-day. Half-days of attendance must be established for both morning and afternoon sessions of a school day before the pupil may be counted present for one full day. Enter absences twice daily, once in the morning and again in the afternoon. Make all entries in ink.**

Absences. Enter a/ for absence in the forenoon only. Enter /a for absence in the afternoon only. No mark is necessary to record presence of a pupil.

Tardy. Enter t/ for tardiness in the forenoon only. Enter /t for tardiness in the afternoon only.

Holidays. Draw a line down the entire appropriate column for the day school was closed. Pupils are neither absent nor present on a day so marked. Split the column to record a half-holiday.

Make-Up Days. When a school is closed on a previously scheduled day of instruction, mark in the same way a holiday is indicated. If later this day or days are made up, the attendance should be recorded in the spaces headed "Extra Days."

Withdrawal. Enter W in the first block following the last day the pupil was in membership when the pupil permanently severs his connection with your room or section and /w on day pupil is permanently terminated at **noon** from your room. The withdrawal date for a pupil who has been absent from school for several consecutive days should be determined under applicable board or administrative policy.

Daily Balancing. At the end of each day count the pupils enrolled by counting the uncancelled entries in the "Grade" column. Enter the total in ink on the "Total Membership Today" line at the bottom of the page. Next total the number of full-day and half-day absences for the day. Enter the total days in ink on the "Total Absent Today" line. Subtract the Total Absences from the Total Membership. This will give you the "Total Present Today" which should be entered on the line so designated.

Summarize the Reporting Period. For each pupil enter the Total Times Tardy, Days Present, and Days Absent in columns 1, 2, and 3. Report to the nearest half-day.

Enter the total of the Days Present and the Days Absent for each pupil in Total Membership column.

Enter the Days Present also under Attendance Analysis in column **ELIG.** or **I** (ineligible).

Add the entries in Times Tardy column and enter total in box 1 at foot of column.

Add the entries in Days Present column and enter total in box 2 at foot of column.

Add the entries in Days Absent column and enter total in box 3 at foot of column.

Add the entries in Total Membership column and enter total in box 4 at foot of column.

Add the Total Present Today horizontal line. Total must be the same as total in box 2.

Add the Total Absent Today horizontal line. Total must be the same as total in box 3.

Add the entries in columns ELIG. and I under Attendance Analysis and enter totals in boxes at foot of columns.

Total of columns ELIG. and I (ineligible) under Attendance Analysis must be the same as in box 2.

Teacher's Period Report. Following the posting of totals, enter the data called for in the Teacher's Period Report, on the right portion of the right hand page.

A. DAYS OF INSTRUCTION. (Days taught) State total number of days instruction is offered during the reporting period. Exclude all legal holidays or days school is closed for any cause.

B. ORIGINAL ENTRIES. Enter here the total original entries for boys and for girls. This will be a count of all pupils coded B-1 or B-2. Original entries are cumulative; they may increase, but never decrease. They are carried forward to each successive reporting period during the school year.

C. RE-ENTRIES. Enter here the total number of pupils entered under entry code C as re-entries. This item is cumulative and is carried forward to each successive reporting period. Re-entries are pupils received from other classes, grades, or schools during the year, and in every case these pupils have already been coded as Original Entries in the class where they began their enrollment for the current school year.

D. LOSSES. Post here the total withdrawals (losses) coded W which have taken place since the first day of school. This item, which includes transfers to other classes, grades, or schools, is cumulative and is carried forward to each successive reporting period.

E. MEMBERSHIP. This is a calculated figure arrived at by adding Original Entries plus Re-entries minus Losses, (B+C—D).

F. AGGREGATE ATTENDANCE. This is the sum of all days attended by all pupils who were in membership during the period for which the report is made. This is the total of the "Days Present" column. Pupils should not be counted present on days school is dismissed.

G. AGGREGATE ABSENCE. This is the sum of all days of absence of all pupils who were in membership during the period for which the report is made. This is the total of the "Days Absent" column. Pupils should not be counted absent on days school is dismissed.

H. AGGREGATE DAYS OF MEMBERSHIP. This the total derived by adding Aggregate Attendance and Aggregate Absences and will be the same as total of "Total for Period" column. Days of membership for a child cannot exceed the actual number of days taught.

I. AVERAGE MEMBERSHIP. This figure is derived by dividing the Days of Instruction into Item H, Aggregate Days of Membership. Carry to two decimal places, rounding the third place.

J. AVERAGE DAILY ATTENDANCE. This is derived by dividing Days of Instruction into Item F, Aggregate Attendance. Carry to two decimal places, rounding the third place.

K. INELIGIBLE AVERAGE DAILY ATTENDANCE. This figure is derived by dividing the Aggregate Attendance of all Ineligible pupils who were in Membership during the period for which the report is made by the days of instruction. Pupils are Ineligible who were (1) under six years of age on September 1, (2) living outside this district and not properly transferred into the district, (3) over twenty-one years of age on September 1, (4) in Special Education classes which are set apart from regular pupils and taught by teachers of Exceptional Children, (5) living, whether properly transferred or not, in districts paying less than the state minimum salary schedule and/or operating one teacher schools (a school operating with fewer than fifteen pupils in ADA in 1960-61 without having received special approval), and (6) high school postgraduates.

L. REFINED AVERAGE DAILY ATTENDANCE. This total is derived by subtracting the total Ineligible Average Daily Attendance from the total Average Daily Attendance. The remainder is the net ADA upon which professional unit eligibility is determined according to the Minimum Foundation Formula.

M. PER CENT OF ATTENDANCE. This figure is the relationship that Item F, Aggregate Attendance, bears to Item H, Aggregate Days of Membership, and is derived by dividing the Aggregate Days of Membership into the Aggregate Attendance.

N. NUMBER OF TIMES TARDY. This is the total of the Times Tardy column.

O. TOTAL AGGREGATE DAYS ELIGIBLE ATTENDANCE.

P. TOTAL AGGREGATE DAYS INELIGIBLE ATTENDANCE.

Post the above data to tables on page 22. Post data to the Bus Information Report (pages 26-27) as your principal may instruct you. Now fold the Teacher's Period Report section to the left along the perforated line and complete the information shown on the reverse side.

Information should be filled in on this side of the report down through and including the teacher's signature. The Teacher's Period Report should then be torn out along the perforated line and filed with the Principal, Superintendent, or County Superintendent. according to instructions issued by the teacher's next superior school officer.

At the end of the year or when the Register is closed for any other reason, the teacher, after posting the final Teacher's Period Report and Bus Information Report, will complete and total the Tables on pages 22 and 23 of this Register, sign the Register on page 22 and file it with the Principal, Superintendent, or County Superintendent.

Bus Information Report. Fill in one copy of this form for each month for the first five months or each of the first three six-weeks periods, sign the reverse, and file as directed by your superintendent or principal. Forms for this purpose are on the last sheet of this Register.

1. Number of eligible bus pupils enrolled last day of the school month. This is a count of pupils who are checked as being eligible in Column 9 and who were enrolled the last day of the school month.

2. Number of eligible bus pupils enrolled on the first Monday of February. This item can be completed only on the Teacher's Period Report for the month of February each year. It is derived by counting the number of enrolled pupils whose line number (Column 1) is circled.

3. This table distributes the eligible bus pupils by route and bus run numbers. The Bus Route Number column is a listing of the different route numbers appearing in Column 10, Page 1, "On Route Number." This Bus Run Number column will, of course, be listed as many times as there are run numbers for that bus route as shown in Column 11, Page 1. The Eligible Bus Pupils column is a tabulation of the pupils being transported on each bus route and run number.

If your district uses the "First Monday in February" basis for Transportation claims, the monthly reporting is not necessary and may be ignored. See your principal.

TEACHER'S DAILY PROGRAM OF WORK **USE OF THIS TABLE IS OPTIONAL**

	SUBJECT AND GRADE												
Enrollment													
Schedule for Study and Recitation													
Begin	Close	Time											

EXAMPLE A

This page is to be used as an example only. The dates and entries indicated may or may not coincide with those of the local district.

REPORTING PERIOD BEGAN SEPTEMBER 7, 19 64 — REPORTING PERIOD ENDED OCTOBER 16, 19 64

Line No.	Encircle line number in Col. 1 for each eligible bus pupil enrolled on the first Monday in February, of the current school year. Name: Last, First, M	Eligibility Code		Grade (Ist, 2nd, etc.)	Sex
1	2	3	4	5	6
1	ADAMS, ANNA B.	T		5	F
2	AXTELL, BRUCE E.	C		5	M
3	BARRON, BETTY	C		5	F
4	BIRD, JANE A.	C		5	F
5	CANADAY, MARVIN	C		5	M
6	CARTER, FRED M.	C		5	M
7	DOUGLASS, ESTHER	C		5	F
8	FENTRESS, REX O.	C		6	M
9	HARRIS, HAROLD	I		5	M
10	JOHNSON, MARIE	A		5	F
11	LOWRY, JERRY P.	C		5	M
12	MANN, ROSCOE	C		5	M
13	MILES, BECKY B.	I		5	F
14	MONTEZ, JUAN	T		5	M
15	MUNN, DAISY	C		5	F
16	NUNEZ, LUPE	C		5	F
17	RICHARDS, ROBIN	A		5	F
18	RUIZ, JOSE	C		5	M
19	SANDS (BILL) WILLIAM	C		5	M
20	SCALLEN, JOE B.	C		5	M
21	SMITH, KEVIN	C		5	M
22	WARD, LEORA M.	C		5	F
23	BOND, JOHN D.	A		5	M
24	EVANS, BEATRICE	T		5	F
25	KARNES, KAY	I		5	F
26	WILLIAMS, (BOB) ROBERT	A		5	M

Line No.	First Week	Second Week	Third Week	Fourth Week
Dates	7 8 9 10 11	14 15 16 17 18	21 22 23 24 25	28 29 30 1 2
M	T W T F	M T W T F	M T W T F	M T W T F
1	B1			T
2	B1	A A A A A		
3	B1			
4	B1			
5	B1			A
6	B1		A/A	
7	B1			
8	B1	A/A A/A	A	
9	B1			
10	B1		W	C
11	B1			
12	B1			A A A A
13	B1			
14	B1 A/A		A/	
15	B1			
16	B1		A/A A/A A/A A/A A/A	A/A A/A
17	B1		A/A A/A	
18	B1			
19	B1			
20	B1		T/	
21	B1			A
22	B1			A A A T
23	B2			
24			B1	
25				C
26				B2

Line No.	Fifth Week	Sixth Week	Extra Days	Times Tardy	Days Present	Days Absent	Total Membership	Attendance Analysis: Days Present Elig.	Attendance Analysis: Days Present I
Dates	5 6 7 8 9	12 13 14 15 16	M						
M	T W T F	M T W T F							
1	A			1	28 1/2	1/2	28 1/2	28	
2	I				24 1/2	4	28 1/2	24 1/2	
3	N A/A A/A				26 1/2	2	28 1/2	26 1/2	
4	O				28 1/2		28 1/2	28 1/2	
5	O		M/A		24 1/2	2	28 1/2	24 1/2	
6	N A/A A/A				25 1/2	3	28 1/2	28 1/2	
7					28 1/2		28 1/2	28 1/2	
8	T/	A A A A A		1	22	6 1/2	28 1/2	22	
9					28 1/2		28 1/2		28 1/2
10					24 1/2		24 1/2	24 1/2	
11					28 1/2		28 1/2	28 1/2	
12					25 1/2	3	28 1/2	25 1/2	
13	A/A A	A/A			26	2 1/2	28 1/2		R6
14					27	1 1/2	28 1/2	27	
15	A	A A A A A			24	4 1/2	28 1/2	24	
16	W				10	9	19	10	
17	T/ I	W		1	25	2	27	25	
18					28 1/2		28 1/2	28 1/2	
19	A A A A A				24 1/2	4	28 1/2	24 1/2	
20	A/A	A/A A/A A/A M/A	M/A		23 1/2	5	28 1/2	23 1/2	
21					27 1/2	1	28 1/2	27 1/2	
22				1	26	2 1/2	28 1/2	26	
23	T/ A A A			1	21 1/2	2	23 1/2	21 1/2	
24	I	A/A A/A M/A			16 1/2	3	19 1/2	16 1/2	
25	A/	A/			15 1/2	1	16 1/2		15 1/2
26	I	A/A			13 1/2	1	14 1/2	13 1/2	
27									
28									
29									
30									
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43									

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1

Line No.	Encircle line number in Col. 1 for each eligible bus pupil enrolled on the first Monday in February, of the current school year. Name: Last / First / MI	Eligibility Code		Grade (1st, 2nd, etc.)	Sex	Age as of Sept. 1	Date of Birth: Mo.	Day	Yr.	Bus Information: Eligible	On Route Number	On Run Number	Name of Parent or Guardian	Address of Parent or Guardian
1	2	3	4	5	6	7	8			9	10	11	12	13
1														
2														
3														
4														
5														
6														
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42														
43														

TOTAL PRESENT TODAY	NOTE:	The sum of the figures in this horizontal TOTAL PRESENT TODAY line should equal the sum of vertical column 2, DAYS PRESENT.
TOTAL ABSENT TODAY		The sum of the figures in this horizontal TOTAL ABSENT TODAY line should equal the sum of vertical column 3, DAYS ABSENT.
TOTAL MEMBERSHIP TODAY		The sum of the figures in this horizontal TOTAL MEMBERSHIP TODAY line should equal the sum of vertical column 4, TOTAL MEMBERSHIP.

Time No.	Telephone Number	City or Town	Occupation of Parent	School District Last Attended by Student Prior to Enrollment Here	Reason for Withdrawal
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
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36					
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40					
41					
42					
43					

Careful reading of GENERAL INSTRUCTIONS, pages ii-iv, is necessary before teacher is ready to prepare the summary totals to be entered in boxes at the foot of the attendance table for each reporting period.

TURN FLAP BACK

REPORTING PERIOD

Period Began July 6 19 65

Period Closed July 31, 19 65

Name of Month

TEACHER'S PERIOD REPORT

of

Teacher

Post Office

School

Grade(s) _____

White
Negro School No. _____

In District No. _____

ALL PUPILS

A. Days of Instruction 20

B. Original Entries

1. Boys _____ Girls _____ .. _____

2. Boys _____ Girls _____ .. _____

C. Re-Entries ..... _____

D. Losses ..... _____

E. Membership ..... _____
(B+C-D)

F. Aggregate Attendance ..... _____

G. Aggregate Absence ..... _____

H. Aggregate Days of Membership ... _____
(F+G)

I. Average Membership ..... _____
(H÷A)

J. Average Daily Attendance ..... _____
(F÷A)

K. Total Ineligible ADA ..... _____

L. Refined ADA (J-K) ..... _____

M. Per Cent of Attendance ..... _____
(F÷H)

N. Number of Times Tardy ..... _____

Post Items "A through P" to page 22.

O. Total aggregate days eligible attendance ..... _____

P. Total aggregate days ineligible attendance ..... _____

(See reverse side)

Line No.	Encircle line number in Col. 1 for each eligible bus pupil enrolled on the first Monday in February, of the current school year. Name: Last / First / M I	Eligibility Code	
1	2	3	4
1			
2			
3			
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11			
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42			
43			

TOTAL PRESENT TODAY

TOTAL ABSENT TODAY

TOTAL MEMBERSHIP TODAY

NOTE:

REPORTING PERIOD BEGAN June 7, 19 65

Line No.	First Week Dates					Second Week Dates					Third Week Dates					Fourth Week Dates July				
	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	1	2
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
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43																				

20 days

REPORTING PERIOD ENDED July 2 19 65

Line No.	Fifth Week Dates					Sixth Week Dates					Extra Days Dates						Times Tardy	Days Present	Days Absent	Total Membership	Attendance Analysis	
																					Days Present	
	M	T	W	T	F	M	T	W	T	F							1	2	3	4	Elig.	I
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40																						
41																						
42																						
43																						

2		Elig.	O. Total aggregate days eligible attendance
1	3	I	
	4	Tot	P. Total aggregate days ineligible attendance

Please read GENERAL INSTRUCTIONS, pages ii-iv, before filling in the summary totals.

REPORTING PERIOD

Period Began June 7 19 65

Period Closed July 2 19 65
Name of Month

TEACHER'S PERIOD REPORT

of

Teacher

Post Office

School

Grade(s) _____

White
Negro School No. _____

In District No. _____

ALL PUPILS

A. Days of Instruction 20

B. Original Entries

1. Boys _____ Girls _____ .. _____

2. Boys _____ Girls _____ .. _____

C. Re-Entries ..... _____

D. Losses ..... _____

E. Membership ..... _____
(B+C-D)

F. Aggregate Attendance ..... _____

G. Aggregate Absence ..... _____

H. Aggregate Days of Membership ... _____
(F+G)

I. Average Membership ..... _____
(H÷A)

J. Average Daily Attendance ..... _____
(F÷A)

K. Total Ineligible ADA ..... _____

L. Refined ADA (J-K) ..... _____

M. Per Cent of Attendance ..... _____
(F÷H)

N. Number of Times Tardy ..... _____

Post Items "A through P" to page 22.

(See reverse side)

From State Board of Education policies, reaffirmed: May 7, 1951

"In instances where teachers, Principals, or Superintendents are found guilty of wilful false swearing in completing reports pertaining to average daily attendance, transportation, etc., the person engaged in such misrepresentation shall have his certificate suspended or cancelled after proper hearing."

Oath of Teacher Making Report

This report is correct and true to the best of my knowledge and belief.

_____
(Signature of Teacher)

Subscribed and sworn to before me on this

_____ day of _____, 19 ____

_____
(Notary Public)

_____, Texas
(County)

Filed _____, 19 ____

Approved _____, 19 ____

_____
District or County Superintendent

The above report need not be notarized unless prepared by a non-certificated person.

REPORTING PERIOD BEGAN July 6, 1965

Line No.	First Week Dates					Second Week Dates					Third Week Dates					Fourth Week Dates				
	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
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43																				

20 days

SCHOOL

NO

REPORTING PERIOD ENDED July 31, 1965

Line No.	Fifth Week Dates					Sixth Week Dates					Extra Days Dates					Times Tardy	Days Present	Days Absent	Total Membership	Attendance Analysis: Days Present Elig.	Attendance Analysis: Days Present I
	31																				
	S	T	W	T	F	M	T	W	T	F						1	2	3	4	Elig.	I
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	2		Elig.
	1	3	I
		4	Tot

Please read GENERAL INSTRUCTIONS, pages ii-iv, before filling in the summary totals.

REPORTING PERIOD

Period Began July 6 1965

Period Closed July 31 1965

Name of Month

TEACHER'S PERIOD REPORT

of

Teacher

Post Office

School

Grade(s) _____

White
Negro School No. _____

In District No. _____

ALL PUPILS

A. Days of Instruction 20

B. Original Entries

1. Boys _____ Girls _____ .. _____

2. Boys _____ Girls _____ .. _____

C. Re-Entries ..... _____

D. Losses ..... _____

E. Membership ..... _____
(B+C-D)

F. Aggregate Attendance ..... _____

G. Aggregate Absence ..... _____

H. Aggregate Days of Membership ... _____
(F+G)

I. Average Membership ..... _____
(H÷A)

J. Average Daily Attendance ..... _____
(F÷A)

K. Total Ineligible ADA ..... _____

L. Refined ADA (J-K) ..... _____

M. Per Cent of Attendance ..... _____
(F÷H)

N. Number of Times Tardy ..... _____

Post Items "A through P"
to page 22.

O. Total aggregate days eligible attendance ..... _____

P. Total aggregate days ineligible attendance ..... _____

(See reverse side)

From State Board of Education policies, reaffirmed: May 7, 1951

"In instances where teachers, Principals, or Superintendents are found guilty of wilful false swearing in completing reports pertaining to average daily attendance, transportation, etc., the person engaged in such misrepresentation shall have his certificate suspended or cancelled after proper hearing."

Oath of Teacher Making Report

This report is correct and true to the best of my knowledge and belief.

_____
(Signature of Teacher)

Subscribed and sworn to before me on this

_____ day of _____, 19 ____

_____
(Notary Public)

_____, Texas
(County)

Filed _____, 19 ____

Approved _____, 19 ____

_____
District or County Superintendent

The above report need not be notarized unless prepared by a non-certificated person.

REPORTING PERIOD BEGAN _____, 19 ____

Line No.	First Week Dates					Second Week Dates					Third Week Dates					Fourth Week Dates				
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
1																				
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REPORTING PERIOD ENDED _____ 19 __

Line No.	Fifth Week Dates					Sixth Week Dates					Extra Days Dates					Times Tardy	Days Present	Days Absent	Total Membership	Attendance Analysis: Days Present Elig.	Attendance Analysis: Days Present I
	M	T	W	T	F	M	T	W	T	F						1	2	3	4	Elig.	I
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Please read GENERAL INSTRUCTIONS, pages ii-iv, before filling in the summary totals.

REPORTING PERIOD

Period Began _____ 19 __

Period Closed _____ 19 __

Name of Month

TEACHER'S PERIOD REPORT

of

_____
Teacher

_____
Post Office

_____
School

Grade(s) _____

White
Negro School No. _____

In District No. _____

ALL PUPILS

A. Days of Instruction ..... _____

B. Original Entries

1. Boys _____ Girls _____ .. _____

2. Boys _____ Girls _____ .. _____

C. Re-Entries ..... _____

D. Losses ..... _____

E. Membership ..... _____
(B+C-D)

F. Aggregate Attendance ..... _____

G. Aggregate Absence ..... _____

H. Aggregate Days of Membership ... _____
(F+G)

I. Average Membership ..... _____
(H÷A)

J. Average Daily Attendance ..... _____
(F÷A)

K. Total Ineligible ADA ..... _____

L. Refined ADA (J-K) ..... _____

M. Per Cent of Attendance ..... _____
(F÷H)

N. Number of Times Tardy ..... _____

Post Items "A through P"
to page 22.

O. Total aggregate days eligible attendance ..... _____

P. Total aggregate days ineligible attendance ..... _____

(See reverse side)

From State Board of Education policies, reaffirmed: May 7, 1951

"*In instances where teachers, Principals, or Superintendents are found guilty of wilful false swearing in completing reports pertaining to average daily attendance, transportation, etc., the person engaged in such misrepresentation shall have his certificate suspended or cancelled after proper hearing."

Oath of Teacher Making Report

This report is correct and true to the best of my knowledge and belief.

_____
(Signature of Teacher)

Subscribed and sworn to before me on this _____ day of _____, 19 __

_____
(Notary Public)

_____, Texas
(County)

Filed _____, 19 __

Approved _____, 19 __

_____
District or County Superintendent

The above report need not be notarized unless prepared by a non-certificated person.

REPORTING PERIOD BEGAN _____, 19 __

Line No.	First Week Dates					Second Week Dates					Third Week Dates					Fourth Week Dates				
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
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REPORTING PERIOD ENDED _____ 19 __

Line No.	Fifth Week Dates					Sixth Week Dates					Extra Days Dates						Times Tardy	Days Present	Days Absent	Total Membership	Attendance Analysis: Days Present Elig.	Attendance Analysis: Days Present I
	M	T	W	T	F	M	T	W	T	F							1	2	3	4		
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	2		Elig.	
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Please read GENERAL INSTRUCTIONS, pages ii-iv, before filling in the summary totals.

REPORTING PERIOD

Period Began _____ 19 __

Period Closed _____ 19 __

Name of Month

TEACHER'S PERIOD REPORT

of

_____
Teacher

_____
Post Office

_____
School

Grade(s) _____

White
Negro School No. _____

In District No. _____

ALL PUPILS

A. Days of Instruction ..... ____

B. Original Entries

1. Boys ____ Girls ____ .. ____

2. Boys ____ Girls ____ .. ____

C. Re-Entries ..... ____

D. Losses ..... ____

E. Membership ..... ____
(B+C-D)

F. Aggregate Attendance ..... ____

G. Aggregate Absence ..... ____

H. Aggregate Days of Membership .... ____
(F+G)

I. Average Membership ..... ____
(H÷A)

J. Average Daily Attendance ..... ____
(F÷A)

K. Total Ineligible ADA ..... ____

L. Refined ADA (J-K) ..... ____

M. Per Cent of Attendance ..... ____
(F÷H)

N. Number of Times Tardy ..... ____

Post Items "A through P"
to page 22.

O. Total aggregate days eligible attendance ..... ____

P. Total aggregate days ineligible attendance ..... ____

(See reverse side)

From State Board of Education policies, reaffirmed: May 7, 1951

"*In instances where teachers, Principals, or Superintendents are found guilty of wilful false swearing in completing reports pertaining to average daily attendance, transportation, etc., the person engaged in such misrepresentation shall have his certificate suspended or cancelled after proper hearing."

Oath of Teacher Making Report

This report is correct and true to the best of my knowledge and belief.

_____
(Signature of Teacher)

Subscribed and sworn to before me on this

_____ **day of** _____, 19 ____

_____
(Notary Public)

_____, **Texas**
(County)

Filed _____, 19 ____

Approved _____, 19 ____

_____
District or County Superintendent

The above report need not be notarized unless prepared by a non-certificated person.

REPORTING PERIOD BEGAN _____, 19 ____

Line No.	First Week Dates					Second Week Dates					Third Week Dates					Fourth Week Dates				
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
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REPORTING PERIOD ENDED _____ 19 __

Line No.	Fifth Week Dates					Sixth Week Dates					Extra Days Dates						Times Tardy	Days Present	Days Absent	Total Membership	Attendance Analysis: Days Present	
	M	T	W	T	F	M	T	W	T	F							1	2	3	4	Elig.	I
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43																						

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			4	Tot

Please read GENERAL INSTRUCTIONS, pages ii-iv, before filling in the summary totals.

REPORTING PERIOD

Period Began _____

Period Closed _____
Name of Month

TEACHER'S PERIOD REPOR
of

_____
Teac

_____
Post Of

_____
Sch

Grade(s) _____

White
Negro School No. _____

In District No. _____

ALL PUPILS

A. Days of Instruction ..... _

B. Original Entries

1. Boys _____ Girls _____ .. _

2. Boys _____ Girls _____ .. _

C. Re-Entries ..... _

D. Losses ..... _

E. Membership ..... _
(B+C-D)

F. Aggregate Attendance ..... _

G. Aggregate Absence ..... _

H. Aggregate Days of Membership ... _
(F+G)

I. Average Membership ..... _
(H÷A)

J. Average Daily Attendance ..... _
(F÷A)

K. Total Ineligible ADA ..... _

L. Refined ADA (J-K) ..... _

M. Per Cent of Attendance ..... _
(F÷H)

N. Number of Times Tardy ..... _

Post Items "A through P"
to page 22.

O. Total aggregate days eligible attendance ..... _

P. Total aggregate days ineligible attendance ..... _

(See reverse side)

From State Board of Education
policies, reaffirmed: May 7, 1951

*In instances where teachers, Principals, or Superintendents are found guilty of wilful false swearing in completing reports pertaining to average daily attendance, transportation, etc., the person engaged in such misrepresentation shall have his certificate suspended or cancelled after proper hearing."

Oath of Teacher Making Report

This report is correct and true to the best of my knowledge and belief.

_____
(Signature of Teacher)

Subscribed and sworn to before me on this

_____ day of _____, 19 ____

_____
(Notary Public)

_____, Texas
(County)

Filed _____, 19 ____

Approved _____, 19 ____

_____
District or County Superintendent

The above report need not be notarized unless prepared by a non-certificated person.

REPORTING PERIOD BEGAN _____, 19 ____

Line No.	First Week Dates					Second Week Dates					Third Week Dates					Fourth Week Dates				
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
1																				
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REPORTING PERIOD ENDED _____ 19 __

Line No.	Fifth Week Dates					Sixth Week Dates					Extra Days Dates					Times Tardy	Days Present	Days Absent	Total Membership	Attendance Analysis: Days Present Elig.	Attendance Analysis: Days Present I
	M	T	W	T	F	M	T	W	T	F						1	2	3	4		
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Please read GENERAL INSTRUCTIONS, pages ii-iv, before filling in the summary totals.

REPORTING PERIOD

Period Began _____ 19 __

Period Closed _____ 19 __

Name of Month

TEACHER'S PERIOD REPORT

of

_____ Teacher

_____ Post Office

_____ School

Grade(s) _____

White
Negro School No. _____

In District No. _____

ALL PUPILS'

A. Days of Instruction ..... ____

B. Original Entries

1. Boys ____ Girls ____ .. ____

2. Boys ____ Girls ____ .. ____

C. Re-Entries ..... ____

D. Losses ..... ____

E. Membership ..... ____
(B+C-D)

F. Aggregate Attendance ..... ____

G. Aggregate Absence ..... ____

H. Aggregate Days of Membership ... ____
(F+G)

I. Average Membership ..... ____
(H÷A)

J. Average Daily Attendance ..... ____
(F÷A)

K. Total Ineligible ADA ..... ____

L. Refined ADA (J-K) ..... ____

M. Per Cent of Attendance ..... ____
(F÷H)

N. Number of Times Tardy ..... ____

Post Items "A through P" to page 22.

O. Total aggregate days eligible attendance ..... ____

P. Total aggregate days ineligible attendance ..... ____

(See reverse side)

From State Board of Education policies, reaffirmed: May 7, 1951

"In instances where teachers, Principals, or Superintendents are found guilty of wilful false swearing in completing reports pertaining to average daily attendance, transportation, etc., the person engaged in such misrepresentation shall have his certificate suspended or cancelled after proper hearing."

Oath of Teacher Making Report

This report is correct and true to the best of my knowledge and belief.

(Signature of Teacher)

Subscribed and sworn to before me on this

_____ day of _____, 19 __

(Notary Public)

_____, Texas
(County)

Filed _____, 19 __

Approved _____, 19 __

District or County Superintendent

The above report need not be notarized unless prepared by a non-certificated person.

REPORTING PERIOD BEGAN _____, 19 __

Line No.	First Week Dates					Second Week Dates					Third Week Dates					Fourth Week Dates				
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
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REPORTING PERIOD ENDED _____ 19 __

Line No.	Fifth Week Dates					Sixth Week Dates					Extra Days Dates					Times Tardy	Days Present	Days Absent	Total Membership	Attendance Analysis: Days Present	
	M	T	W	T	F	M	T	W	T	F						1	2	3	4	Elig.	I
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Please read GENERAL INSTRUCTIONS, pages ii-iv, before filling in the summary totals.

REPORTING PERIOD

Period Began _____ 19 __

Period Closed _____ 19 __

Name of Month

TEACHER'S PERIOD REPORT

of

_____
Teacher

_____
Post Office

_____
School

Grade(s) _____

White
Negro School No. _____

In District No. _____

ALL PUPILS

A. Days of Instruction ..... ____

B. Original Entries

1. Boys _____ Girls _____ .. ____

2. Boys _____ Girls _____ .. ____

C. Re-Entries ..... ____

D. Losses ..... ____

E. Membership ..... ____
(B+C-D)

F. Aggregate Attendance ..... ____

G. Aggregate Absence ..... ____

H. Aggregate Days of Membership ... ____
(F+G)

I. Average Membership ..... ____
(H÷A)

J. Average Daily Attendance ..... ____
(F÷A)

K. Total Ineligible ADA ..... ____

L. Refined ADA (J-K) ..... ____

M. Per Cent of Attendance ..... ____
(F÷H)

N. Number of Times Tardy ..... ____

Post Items "A through P"
to page 22.

O. Total aggregate days eligible attendance ..... ____

P. Total aggregate days ineligible attendance ..... ____

(See reverse side)

From State Board of Education
policies, reaffirmed: May 7, 1951

*In instances where teachers, Principals, or Superintendents are found guilty of wilful false swearing in completing reports pertaining to average daily attendance, transportation, etc., the person engaged in such misrepresentation shall have his certificate suspended or cancelled after proper hearing."

Oath of Teacher Making Report

This report is correct and true to the best of my knowledge and belief.

_____
(Signature of Teacher)

Subscribed and sworn to before me on this

_____ day of _____, 19 ____

_____
(Notary Public)

_____, Texas
(County)

Filed _____, 19 ____

Approved _____, 19 ____

_____
District or County Superintendent

The above report need not be notarized unless prepared by a non-certificated person.

REPORTING PERIOD BEGAN _____, 19 ____

Line No.	First Week Dates					Second Week Dates					Third Week Dates					Fourth Week Dates				
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
1																				
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REPORTING PERIOD ENDED _____ 19 __

Line No.	Fifth Week Dates					Sixth Week Dates					Extra Days Dates						Times Tardy	Days Present	Days Absent	Total Membership	Attendance Analysis: Days Present	
																					Elig.	I
	M	T	W	T	F	M	T	W	T	F							1	2	3	4		
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Please read GENERAL INSTRUCTIONS, pages ii-iv, before filling in the summary totals.

REPORTING PERIOD

Period Began _____ 19 __

Period Closed _____ 19 __

Name of Month

TEACHER'S PERIOD REPORT

of

_____
Teacher

_____
Post Office

_____
School

Grade(s) _____

White
Negro School No. _____

In District No. _____

ALL PUPILS

A. Days of Instruction ..... ____

B. Original Entries

1. Boys _____ Girls _____ .. ____

2. Boys _____ Girls _____ .. ____

C. Re-Entries ..... ____

D. Losses ..... ____

E. Membership ..... ____
(B+C-D)

F. Aggregate Attendance ..... ____

G. Aggregate Absence ..... ____

H. Aggregate Days of Membership ... ____
(F+G)

I. Average Membership ..... ____
(H÷A)

J. Average Daily Attendance ..... ____
(F÷A)

K. Total Ineligible ADA ..... ____

L. Refined ADA (J-K) ..... ____

M. Per Cent of Attendance ..... ____
(F÷H)

N. Number of Times Tardy ..... ____

Post Items "A through P"
to page 22.

O. Total aggregate days eligible attendance ..... ____

P. Total aggregate days ineligible attendance ..... ____

(See reverse side)

From State Board of Education policies, reaffirmed: May 7, 1951

"In instances where teachers, Principals, or Superintendents are found guilty of wilful false swearing in completing reports pertaining to average daily attendance, transportation, etc., the person engaged in such misrepresentation shall have his certificate suspended or cancelled after proper hearing."

Oath of Teacher Making Report

This report is correct and true to the best of my knowledge and belief.

(Signature of Teacher)

Subscribed and sworn to before me on this

_____ day of _____, 19 ____

(Notary Public)

_____, Texas
(County)

Filed _____, 19 ____

Approved _____, 19 ____

District or County Superintendent

The above report need not be notarized unless prepared by a non-certificated person.

19

REPORTING PERIOD BEGAN _____, 19 ____

Line No.	First Week Dates					Second Week Dates					Third Week Dates					Fourth Week Dates				
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
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REPORTING PERIOD ENDED _____ 19 __

Line No.	Fifth Week Dates					Sixth Week Dates					Extra Days Dates					Times Tardy	Days Present	Days Absent	Total Membership	Attendance Analysis: Days Present Elig.	Attendance Analysis: Days Present I
	M	T	W	T	F	M	T	W	T	F						1	2	3	4	Elig.	I
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Please read GENERAL INSTRUCTIONS, pages ii-iv, before filling in the summary totals.

REPORTING PERIOD

Period Began _____ 19 __

Period Closed _____ 19 __

Name of Month

TEACHER'S PERIOD REPORT

of

_____ Teacher

_____ Post Office

_____ School

Grade(s) _____

White / Negro School No. _____

In District No. _____

ALL PUPILS

A. Days of Instruction ..... _____

B. Original Entries

1. Boys _____ Girls _____ .. _____

2. Boys _____ Girls _____ .. _____

C. Re-Entries ..... _____

D. Losses ..... _____

E. Membership ..... _____
(B+C-D)

F. Aggregate Attendance ..... _____

G. Aggregate Absence ..... _____

H. Aggregate Days of Membership ... _____
(F+G)

I. Average Membership ..... _____
(H÷A)

J. Average Daily Attendance ..... _____
(F÷A)

K. Total Ineligible ADA ..... _____

L. Refined ADA (J-K) ..... _____

M. Per Cent of Attendance ..... _____
(F÷H)

N. Number of Times Tardy ..... _____

Post Items "A through P" to page 22.

O. Total aggregate days eligible attendance ..... _____

P. Total aggregate days ineligible attendance ..... _____

(See reverse side)

From State Board of Education policies, reaffirmed: May 7, 1951

*In instances where teachers, Principals, or Superintendents are found guilty of wilful false swearing in completing reports pertaining to average daily attendance, census reports, etc., the person engaged in such misrepresentation shall have his certificate suspended or cancelled after proper hearing."

Oath of Teacher Making Report

This report is correct and true to the best of my knowledge and belief.

(Signature of Teacher)

Subscribed and sworn to before me on this

_____ day of _____, 19__

(Notary Public)

_____, Texas
(County)

Filed _____, 19__

Approved _____, 19__

District or County Superintendent

The above report need not be notarized unless prepared by a non-certificated person.

RECORD OF WORK

	Days Present	Days Absent	Days Tardy	Days Absent Excused	Days Absent Unexcused	Days Taught	Extra Days Taught	Weeks Taught	M	T	W	T	F	S	M	T	W	T	F	S
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THESE SPACES HAVE BEEN PROVIDED FOR YOUR USE AS YOUR PRINCIPAL OR SUPERINTENDENT MAY DIRECT.

ALL PUPILS

THE TEACHER'S ANNUAL ATTENDANCE REPORT (BY REPORTING PERIODS)

Teacher: Post from your Period Report to this form.		REPORTING PERIODS									
		1st	2nd	3rd	4th	5th	6th	7th	8th	9th	Total
A. Actual number of days taught											
ORIGINAL ENTRIES B1. Pupils entering for the first time in any public school during the current school year, except out-of-state pupils. See B2.	Boys										
	Girls										
B2. Pupils who have, during the current school year, been enrolled in a school outside Texas and are entering Texas public schools for the first time.	Boys										
	Girls										
B3. Total (1+2)	Boys										
	Girls										
C. RE-ENTRIES											
D. LOSSES											
E. Membership (B+C-D)											
F. Aggregate Attendance											
G. Aggregate Absence											
H. Aggregate days of membership (F+G)											
I. Average Membership (H÷A)											
J. Average Daily Attendance (F÷A)											
K. Ineligible ADA											
L. Refined ADA (J-K)											
M. Percentage of Attendance (F÷H)											
N. Number of times tardy											

TYPE OF PUPIL	TOTAL DAYS PRESENT BY REPORTING PERIODS									
	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	Total
O. Aggregate Days Eligible Attendance										
P. Aggregate Days Ineligible Attendance										
TOTAL										

Fill in immediately after the school term begins:,

Daily morning sessions of classroom work begins.....A. M. Ends.....A. M.

Daily afternoon session of classroom work begins.....P. M. Ends.....P. M.

All entries in this Register are true and correct to the best of my knowledge and belief.

Signature of regular teacher .....

If the regular teacher was replaced during the school year, give date of last entries in Register. .....

If the regular teacher was replaced during the school year, please complete the following:

All entries in this Register are true and correct to the best of my knowledge and belief.

Signature of replacement teacher(s) .....

Date of last entries: .....

If the foregoing report or any entries in this Register are made by someone other than a certificated person, please execute the following oath:

This report is true and correct to the best of my knowledge and belief .....

Signature of Non-Certificated Person

Subscribed and sworn to before me on this ..... **day of** ..... **19**.....

..... **Texas**

Notary Public **County**
SEAL

Approved ....., **19**.....

.....
(Signature and Title of Person Approving this Register)

ALL PUPILS
TEACHER'S ANNUAL REPORT OF ORIGINAL ENTRIES AND ATTENDANCE (BY GRADES)

AGE (As of last Sept. 1)	1st		2nd		3rd		4th		5th		6th		7th		8th		9th		10th		11th		12th		TOTAL	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
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21 B3																										
Over 21 B3																										
GRAND TOTAL B3																										
All Age B2																										

A. Days taught														
B. Total Original Entries*														
C. Re-Entries														
D. Losses														
E. Membership														
F. Aggregate Attendance														
G. Aggregate Absence														
H. Aggregate Days of Membership														
I. Average Membership														
J. Average Daily Attendance														
K. Total Inelig. ADA														
L. Refined ADA														
M. Per Cent of Attendance														
N. No. of Times Tardy														
O. Aggregate days Elig. Attend.														
P. Aggregate days Inelig. Attend.														
No. Transported**														

* Enter here the total of the "M" (for male) and the "F" (for female) columns for each grade as shown on the Grand Total line above.

** Report here total pupils transported to and from school on school buses regardless of pupils' eligibility for state transportation financial aid.

COMPULSORY EDUCATION

Article 2892. Attendance Requirements.—"Every child in this State who is seven (7) years and not more than sixteen (16) years of age, other than a high school graduate, shall be required to attend the public schools in the district of its residence, or in some other district to which it may be transferred as provided by law, a minimum of one hundred and sixty-five (165) days of the regular school term of the district in which said child attends school."

Article 2893. "Exemptions.—The following classes of children are exempt from the requirements of this law:

1. Any child in attendance upon a private or parochial school which shall include in its course a study of good citizenship, and shall make the English language the basis of instruction in all subjects.

2. Any child whose bodily or mental condition is such as to render attendance inadvisable, and who holds definite certificate of a reputable physician specifying this condition and covering the period of absence.

3. Any child who is blind, deaf, dumb or feebleminded, for the instruction of whom no adequate provision has been made by the school district.

4. Any child living more than two and one-half miles by direct and traveled road from the nearest public school supported for the children of the same race and color of such child and with no free transportation provided.

5. Any child more than sixteen (16) years of age who has satisfactorily completed the work of the ninth grade, and whose services are needed in support of a parent or other person standing in parental relation to the child, may, on presentation of proper evidence to the county superintendent, be exempted from further attendance at school."

Article 2894. "Excuses for absences.—Any child not so exempt may be excused for temporary absence due to personal sickness, sickness or death in the family, quarantine, severe storm which has destroyed bridges and made the regular means of travel dangerous, or for unusual cause acceptable to the teacher, principal or superintendent of the school in which said child is enrolled; provided that the excuses are in writing and signed by the parent or guardian of said child. Any case so excused may be investigated by the authorities discharging the duties of attendance officer for the school from which said child is so excused."

Article 299. (P.C.) "Duties of parent or guardian.—If any parent or person standing in parental relation to a child within the compulsory school attendance ages who is not properly excused from attendance upon school for some exemption provided by law fails to require such child to attend school regularly for such period as is required by law, it shall be the duty of the attendance officer who has jurisdiction in the territory where said parent or person standing in parental relation resides, to warn such parents or person standing in parental relation that this law must be immediately complied with, and upon failure of said parent or person standing in parental relation to immediately comply with this law after such warning has been given, the official discharging the duties of the attendance officer shall forthwith file complaint against such parent or person standing in parental relation to said child, which complaint shall be filed in the county court or in the justice court in the precinct where such parent or guardian resides. Any parent or other person standing in parental relation upon conviction for failure to comply with the provisions of this law shall be fined for the first offense five dollars, and for the second offense ten dollars, and for each subsequent offense twenty-five dollars. Each day that said child remains out of said school after said warning has been given or after said child has been ordered in school by the juvenile court, may constitute a separate offense."

Article 300. (P.C.) "Habitual truant.—If any parent or person standing in parental relation to any child within the compulsory school attendance ages shall present proof that he or she is unable to compel said child to attend school, said person shall be exempt from the penalties provided in the preceding article as regards the non-attendance of such child, and such child may be proceeded against as an habitual truant and be subject to commitment to the State Juvenile Training School or any other suitable school agreed upon between such parent or guardian and the judge of the juvenile court."

NOTES OR SUGGESTIONS

BUS INFORMATION REPORT

1. Number of Eligible Bus Pupils Enrolled last day of this school month _____
2. Number of Eligible Bus Pupils Enrolled first Monday of February.*_____

Route Number	Bus Run Number	Number Eligible Bus Pupils

Total

*This item not to be used until February.

(See reverse side)

BUS INFORMATION REPORT

1. Number of Eligible Bus Pupils Enrolled last day of this school month _____
2. Number of Eligible Bus Pupils Enrolled first Monday of February.*_____

Route Number	Bus Run Number	Number Eligible Bus Pupils

Total

*This item not to be used until February.

(See reverse side)

BUS INFORMATION REPORT

1. Number of Eligible Bus Pupils Enrolled last day of this school month _____
2. Number of Eligible Bus Pupils Enrolled first Monday of February.*_____

Route Number	Bus Run Number	Number Eligible Bus Pupils

Total

*This item not to be used until February.

(See reverse side)

BUS INFORMATION REPORT

1. Number of Eligible Bus Pupils Enrolled last day of this school month _____
2. Number of Eligible Bus Pupils Enrolled first Monday of February.*_____

Route Number	Bus Run Number	Number Eligible Bus Pupils

Total

*This item not to be used until February.

(See reverse side)

BUS INFORMATION REPORT

1. Number of Eligible Bus Pupils Enrolled last day of this school month _____
2. Number of Eligible Bus Pupils Enrolled first Monday of February.*_____

Route Number	Bus Run Number	Number Eligible Bus Pupils

Total

*This item not to be used until February.

(See reverse side)

BUS INFORMATION REPORT

1. Number of Eligible Bus Pupils Enrolled last day of this school month _____
2. Number of Eligible Bus Pupils Enrolled first Monday of February.*_____

Route Number	Bus Run Number	Number Eligible Bus Pupils

Total

*This item not to be used until February.

(See reverse side)

Month of _____ 19 ___

From State Board of Education
policies, reaffirmed: May 7, 1951

"In instances where teachers, Principals, or Superintendents are found guilty of wilful false swearing in completing reports pertaining to average daily attendance, transportation, etc., the person engaged in such misrepresentation shall have his certificate suspended or cancelled after proper hearing."

Oath of Teacher Making Report

This report is correct and true to the best of my knowledge and belief.

_____
(Signature of Teacher)

Subscribed and sworn to before me on

this _____ day of _____, 19 ___

_____
(Notary Public)

_____, Texas
(County)

Filed _____, 19 ___

Approved _____, 19 ___

_____
District or County Superintendent

_____
County

Month of _____ 19 ___

From State Board of Education
policies, reaffirmed: May 7, 1951

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This report is correct and true to the best of my knowledge and belief.

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(Signature of Teacher)

Subscribed and sworn to before me on

this _____ day of _____, 19 ___

_____
(Notary Public)

_____, Texas
(County)

Filed _____, 19 ___

Approved _____, 19 ___

_____
District or County Superintendent

_____
County

Month of _____ 19 ___

From State Board of Education
policies, reaffirmed: May 7, 1951

"In instances where teachers, Principals, or Superintendents are found guilty of wilful false swearing in completing reports pertaining to average daily attendance, transportation, etc., the person engaged in such misrepresentation shall have his certificate suspended or cancelled after proper hearing."

Oath of Teacher Making Report

This report is correct and true to the best of my knowledge and belief.

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(Signature of Teacher)

Subscribed and sworn to before me on

this _____ day of _____, 19 ___

_____
(Notary Public)

_____, Texas
(County)

Filed _____, 19 ___

Approved _____, 19 ___

_____
District or County Superintendent

_____
County

Month of _____ 19 ___

From State Board of Education
policies, reaffirmed: May 7, 1951

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Oath of Teacher Making Report

This report is correct and true to the best of my knowledge and belief.

_____
(Signature of Teacher)

Subscribed and sworn to before me on

this _____ day of _____, 19 ___

_____
(Notary Public)

_____, Texas
(County)

Filed _____, 19 ___

Approved _____, 19 ___

_____
District or County Superintendent

_____
County

Month of _____ 19 ___

From State Board of Education
policies, reaffirmed: May 7, 1951

"In instances where teachers, Principals, or Superintendents are found guilty of wilful false swearing in completing reports pertaining to average daily attendance, transportation, etc., the person engaged in such misrepresentation shall have his certificate suspended or cancelled after proper hearing."

Oath of Teacher Making Report

This report is correct and true to the best of my knowledge and belief.

_____
(Signature of Teacher)

Subscribed and sworn to before me on

this _____ day of _____, 19 ___

_____
(Notary Public)

_____, Texas
(County)

Filed _____, 19 ___

Approved _____, 19 ___

_____
District or County Superintendent

_____
County

Month of _____ 19 ___

From State Board of Education
policies, reaffirmed: May 7, 1951

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(Notary Public)

_____, Texas
(County)

Filed _____, 19 ___

Approved _____, 19 ___

_____
District or County Superintendent

_____
County

PRE-SCHOOL (HEAD START)

ENROLLMENT CARD

Name in full _____ Sex _____ Phone _____
(Last name first)

School _____ Date pre-registered _____ Race W C (Circle One)
(Use School Stamp)

Date of birth _____ Age _____ Authority for birthdate _____
(Month, Day, Year) (Age as of Sept. 1, 1965) (Birth Cert. or Bap. Cert.)

Where born? _____

Name of father _____

Address of father _____

Name of mother _____

Address of mother _____ Mother's maiden name _____

With whom does child live? _____ How related? _____

Child's present address _____ Child's address January, 1965 _____

Has family lived in El Paso Independent School District continuously since January 1965? _____

If not, give date family moved into El Paso Independent School District _____

Immunizations	Date
Diphtheria	
Polio	
Smallpox	
Tetanus	
Typhoid	
Whooping cough	

Following to be filled in by teacher of pre-school class:

Date pupil Entered program _____ Days Attended _____

School pupil will Attend in September 1965: _____

Child has finished Getting Ready: _____

Completed only Through page _____

_____
Name of teacher of Pre-school class

Has child attended school before? _____

If so, where? _____

_____
Signature of Parent or Guardian

2,000. 5-65. P. O. 3572-A.

E 20

PRE-SCHOOL NON-ENGLISH SPEAKING CHILD

ENROLLMENT CARD

Name in full _____ Sex _____ Phone _____
(Last name first)

School _____ Date pre-registered _____ Race W C (Circle One)
(Use School Stamp)

Date of birth _____ Age _____ Authority for birthdate _____
(Month, Day, Year) (Age as of Sept. 1, 1964) (Birth Cert. or Bap. Cert.)

Where born _____

Name of father _____

Address of father _____

Name of mother _____

Immunizations	Date
Diphtheria	
Polio	
Smallpox	
Tetanus	
Typhoid	
Whooping cough	

Address of mother _____ Mother's maiden name _____

With whom does child live? _____ How related? _____

Child's present address _____ Childs address January 1964 _____

Has family lived in El Paso Ind. School District continuously since January 1964? _____

If not, give date family moved into El Paso Ind. School District _____

Following to be filled in by teacher of pre-school class:

Date pupil entered program _____

School pupil will attend in September 1964:

_____

_____
Name of teacher of Pre-school class

Has child attended school before? _____

If so, where? _____

_____
Signature of Parent or Guardian

7,000.

EL PASO PUBLIC SCHOOLS

Teacher-Pupil Load Report

School ..... Date .....

This report is to be filled out and sent to the Records Department daily for the first 10 days of the school year, and for any additional days as requested.

USE BLACK PENCIL OR TYPEWRITER ONLY

TEACHERS (Surname first)	Section and Grade	MEMBERSHIP Boys	Girls	Total	TOTAL * in each Whole Grade

E21

EL PASO PUBLIC SCHOOLS

BULLETIN #1

RECORDS DEPARTMENT

TO: Teachers and Administrators of Head Start and Pre-School English Program

FROM: A. O. Wynn, Director of Records and Pupil Accounting

DATE: June 1, 1965

SUBJECT: Enrollment and Attendance Records

The Head Start and Pre-School English programs have been combined, but since part of the funds will be paid by the State for pre-school non-English speaking children, we must maintain attendance records which will enable us to make the necessary reports.

Teachers and administrators are asked to adhere to the following procedures of pupil accounting:

A. Classification of pupils:

1. Head Start: (Registered on Blue Cards)

   a. Age 6 or older on September 1, 1965.

   b. Will attend First Grade in September 1965.

   c. Is Disadvantaged.

2. Pre-School English: (Registered on Buff Cards)

   a. Age 6 or 7 on September 1, 1965.

   b. Non-English speaking.

   c. Have not attended First Grade in public school previously

   d. Live in El Paso I.S.D.

3. Ineligible Pupils: (May have been registered on either Blue or Buff Cards)

   a. Not eligible for either Head Start or Non-English program. (This will be determined by your building administrator.)

   b. Child under 6 years of age as of September 1 who plans to attend first grade in September 1965 must pay tuition of $10 per 4 weeks period, $20 for entire program.

NOTE: Code Pupils in Teachers Register, Page 1, Column 3 as follows:

H - - Head Start

E - - Pre-School English

I - - Ineligible

B. Attendance Records:

1. First 20 day period: June 7 - July 2.

   a. Calculate attendance data at end of period; fill in "tab" - Items A through H only.

   b. Transfer data to Column 1, Page 22 in back of Register.

2. Second 20 day period: July 6 - July 31.

   a. Calculate attendance data and fill in "tab"- Items A through H only.

   b. Transfer data to Column 2, Page 22 in back of Register.

   c. Add data in Columns 1 and 2, Page 22 and show totals for entire 40-day period.

   d. Separate data for Head Start, Pre-School English and Ineligible pupils on special form provided.

NOTE: We will work with your building administrator and help you with any problems you may have.

C. General Information:

1. "Freeze date" has been set on Monday, June 14. This will allow 6 days to balance and adjust classes.

2. Teachers may begin using the Registers on June 14, but all enrollment and attendance data for first week (June 7-June 11) must be recorded.

3. Building administrators should send enrollment cards to Mr. Von Maluski at Education Center on Monday, June 14. He will check them against our census files to verify eligibility and notify building administrators if any changes should be made in classification.

D. Teacher-Pupil Load Reports:

Forms have been included in the school supplies. Please send a report to Mr. Von Maluski daily - June 7, 8, 9, 10, 11 and 14.

E. Drops, Transfers and Re-entries:

Building administrators are to use the regular forms provided and handle drops, transfers and re-entries just as we do in the regular school year. Copies should be sent to Mr. Von Maluski for checking.

APPROVED:

Hibbard Polk
Assistant Superintendent-Instruction

PENALTY PROVISIONS OF THE FOUNDATION SCHOOL PROGRAM ACT

Article 2922-21

Section 1. Conversion and Fraud.

"Any person who shall confiscate, misappropriate or convert moneys appropriated to the Foundation School Fund to carry out the purposes of this Act after such moneys are received by the school district or County Board of School Trustees in accordance with the terms hereof, shall be guilty of a felony and upon conviction be punished by confinement in the State Penitentiary for any term of years not less than one (1) nor more than five (5). Any person who shall knowingly make any false statement, or shall falsify or permit to be falsified, any record, form, report or budget required under this Act, or the rules of the State officials charged with the enforcement of this Act, in any attempt to defraud the State or its school system as a result of such Act, shall be guilty of a felony, and upon conviction shall be punished by confinement in the State Penitentiary for any term of years not less than one (1) nor more than five (5). Provided that such proceedings shall be instituted by the proper District or County Attorney in accordance with Article 339, Revised Civil Statutes, or any other law appertaining thereto. Should any change or error in the records, forms, reports, or budgets result in any school district receiving from the Foundation School Fund more or less than it would have been entitled to receive had said records been correct, the State Commissioner of Education shall correct such error, and so far as practicable shall adjust the payment in such a manner that the amount to which such district was correctly eligible shall be paid."

Section 2. **Violation of Provisions.**

"Any person, including any county superintendent or ex-officio county superintendent, school bus driver, school trustee, or any district superintendent, principal or other administrative personnel, or teacher of a school district, or its treasurer or proper disbursing officer, who violates any of the provisions of this Act other than those to which Section 1 of Article XI of this Act applies, shall be guilty of a misdemeanor and shall be **fined not less than One Hundred ($100.00) Dollars nor more than One Thousand ($1,000.00) Dollars. Provided that such proceedings shall be instituted by the proper District or County Attorney upon receipt of information from the State Commissioner of Education.**

Provided further, that if any person shall knowingly submit incorrect information to the Central Education Agency in any sworn report required by this Act or by the rules of the Agency or the State Commissioner of Education for the honest administration of this Act, such offense shall constitute false swearing and shall be punished as prescribed by law for that offense."

PROVISIONS OF SCHOOL LAW

Article 2903. **Scholastic year.**—"The scholastic year shall commence on the first day of September of each year and end on the thirty-first day of August thereafter."

Article 2906. **School terms.**—"Public schools shall be taught for five days in each week. Schools shall not be closed on legal holidays unless so ordered by the trustees. A school month shall consist of not less than twenty school days, inclusive of holidays, and shall be taught for not less than seven hours each day, including intermissions and recesses."

Article 4591. **Holidays enumerated.**—"The first day of January, the 19th day of January, the 22nd day of February, the second day of March, the 21st day of April, the third day of June, the fourth day of July, the first Monday in September, 12th day of October, the 11th day of November, the fourth Thursday in November, and the 25th day of December, of each year, and every day on which an election is held throughout the state, are declared legal holidays, on which all the public offices of the state may be closed. . . ."

Article 6144a. **Texas Week.**—Provides for the annual observance of Texas Week during the entire week in which March the Second comes and further provides that all schools shall observe Texas Week appropriately in general assemblies, in classes, clubs, and in any and all other groups as may be assembled for school work.

H.C.R. No. 10, ACTS 51st Leg. **Arbor Day.**—Provides that the third Friday of January of each year be designated as Arbor Day, to be devoted to the planting and cultivation of forest, shade and ornamental trees throughout the State and to be observed for that purpose in such manner as may seem best to the people of each community.

Article 2691. **Teachers' Institutes.**—"The County Superintendent or ex-officio County Superintendent in each county may call the white teachers of the county together for one or more meetings, not exceeding three such meetings in any one school year, the number to be determined by the County Board and the County Superintendent, such meetings to be held on Saturday for one or more hours, not to exceed three on any one day, as the program arranged may demand. Similar meetings may be held by the County Superintendent for the colored teachers of the county, should there be any. The County Superintendent may require the attendance of the white teachers upon the meetings for white teachers and attendance of colored teachers upon the meetings for colored teachers, and teachers shall not receive pay for such attendance. The Board of Trustees of any independent district having five hundred (500) or more scholastic population may authorize the Superintendent of Schools in such district to hold meetings of the teachers of the district in lieu of the county meetings. Provided further that the superintendent must call any such meetings to be held at a time when the schools of the county are all in session."